

My To-Do List While in the Computer Lab

1. Type a final copy of your "Abandoned Farmhouse" mimic poem in Word
2. Proofread
3. Check your poem against the rubric
4. Save poem to your Google Drive.
 - save poem to desktop
 - go to Google.com
 - Sign in with your email and your ID# + hj
 - o 11111hj
 - Click on square dots in the top right hand corner
 - Select Drive
 - Push the upload button (looks like an arrow pointing up with a line underneath)
 - Select Files
 - Find your poem from your desktop
 -
5. Print 2 copies of your Abandoned Farmhouse Mimic Poem (One to turn in and one to take home)
 - Select printer: 2035N
6. Staple in this order to turn in:
 - Top: 1 FINAL COPY
 - A blank rubric
 - 2nd Draft (Editing)
 - Peer Graded Rubric (7/8 won't have this)
 - 1st Draft (Revising- Dirty copy)
 - Peer Drafting sign off sheet (PowerPoint)
 - The fill-in blank drafting template (if you did one)
 - Bottom: Pre-writing triangle
7. Log into iStation (located in the Launchpad- has a boy with a red cape jumping in the air)
 - use the log in information that I give you
 - you must use headphones from the very start
 - you must listen when it talks to you
 - yes, your performance on iStation is a grade; and yes, iStation tells me everything: wrong answers and even off task (inactive) time. You must be focused to make a good grade.